

MINORITY BUSINESS DEVELOPMENT AGENCY
U.S. DEPARTMENT OF COMMERCE
Tuesday, December 11, 2007
1:00 P.M. E.S.T.

Native American Business Enterprise Center (NABEC) Program
PREAPPLICATION CONFERENCE

12:45 p.m. - 12:55 p.m. Dial-in Begins for Teleconference Participants

12:55 p.m. – 1:00 p.m.	Roll Call	Efrain Gonzalez
1:00 p.m. – 1:05 p.m.	Overview of Teleconference Protocol	Efrain Gonzalez
1:05 p.m. – 1:10 p.m.	Welcome	Edith J. McCloud
1:10 p.m. – 1:15 p.m.	Office of Native American Business Development	Kay Bills
1:15 p.m. – 1:30 p.m.	Program Background <ul style="list-style-type: none">• Strategic Growth Initiative• Program Design & Objectives• Customer Relationship Management• Eligibility & Limitations• Funding Priorities	Efrain Gonzalez
1:30 p.m. – 1:45 p.m.	Questions and Answers	
1:45 p.m. – 2:05 p.m.	Work Requirements <ul style="list-style-type: none">• Geographic Service Area• Establishment of Office• Training• Work Requirements	Efrain Gonzalez
2:05 p.m. – 2:20 p.m.	Questions and Answers	
2:20 p.m. – 2:35 p.m.	Computer Requirements <ul style="list-style-type: none">• General Requirements• Network Design• Desktop Workstations• Maintenance & Security• Website• Time for Compliance• Performance System• Data Integrity• Network Map	Yolanda Whitley
2:35 p.m. – 2:45 p.m.	Questions and Answers	
2:45 p.m. – 3:00 p.m.	Grants.Gov – Online Applications <ul style="list-style-type: none">• Search for Grant Opportunity• Download Package• Work Offline• Register• Submit an Application	Gregg Coss
3:00 p.m. – 3:15 p.m.	Question and Answers	

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(Continued...)**

3:15 p.m. – 3:35 p.m.	General Instructions & Required Documentation	Beverly Manley
	<ul style="list-style-type: none">• Required Forms & Key Points• OMB Circulars	
3:35 p.m. – 3:55 p.m.	Questions and Answers	
3:55 p.m. - 4:10 p.m.	Performance	Efrain Gonzalez
	<ul style="list-style-type: none">• Measures and Bonus Points• Standards	
4:10 p.m. – 4:25 p.m.	Questions and Answers	
4:25 p.m. - 4:45 p.m.	Proposal	Efrain Gonzalez
	<ul style="list-style-type: none">• End in Mind• Format• Review and Selection process	
4:45 p.m. – 5:00 p.m.	Questions and Answers	
5:00 p.m.	Close	

MBDA Resource Team

Edith J. McCloud, Associate Director for Management
Efrain Gonzalez, Chief, Office of Business Development
Kay Bills, Office of Native American Business Development
Jedd Vertman, Chief Counsel
Yolanda Whitey, Chief Information Officer

Department of Commerce Resource Team

Beverly Manley, Grants Officer, Office of Acquisition Management
Greg Coss, Office of Acquisition Management

Pre-Application Conference Taping

MBDA shall make a record of all questions and answers taken during the Pre-Application Conference This teleconference will be taped and will be accessible through January 4, 2008, 10:00 p.m., CST. To access the taping, please call 1-888-568-0748.

Notice

The pre-application conference, discussions and answers provided are intended to support the Federal Funding Opportunity (FFO) Announcement. Statements made during this event are for informational purposes only.